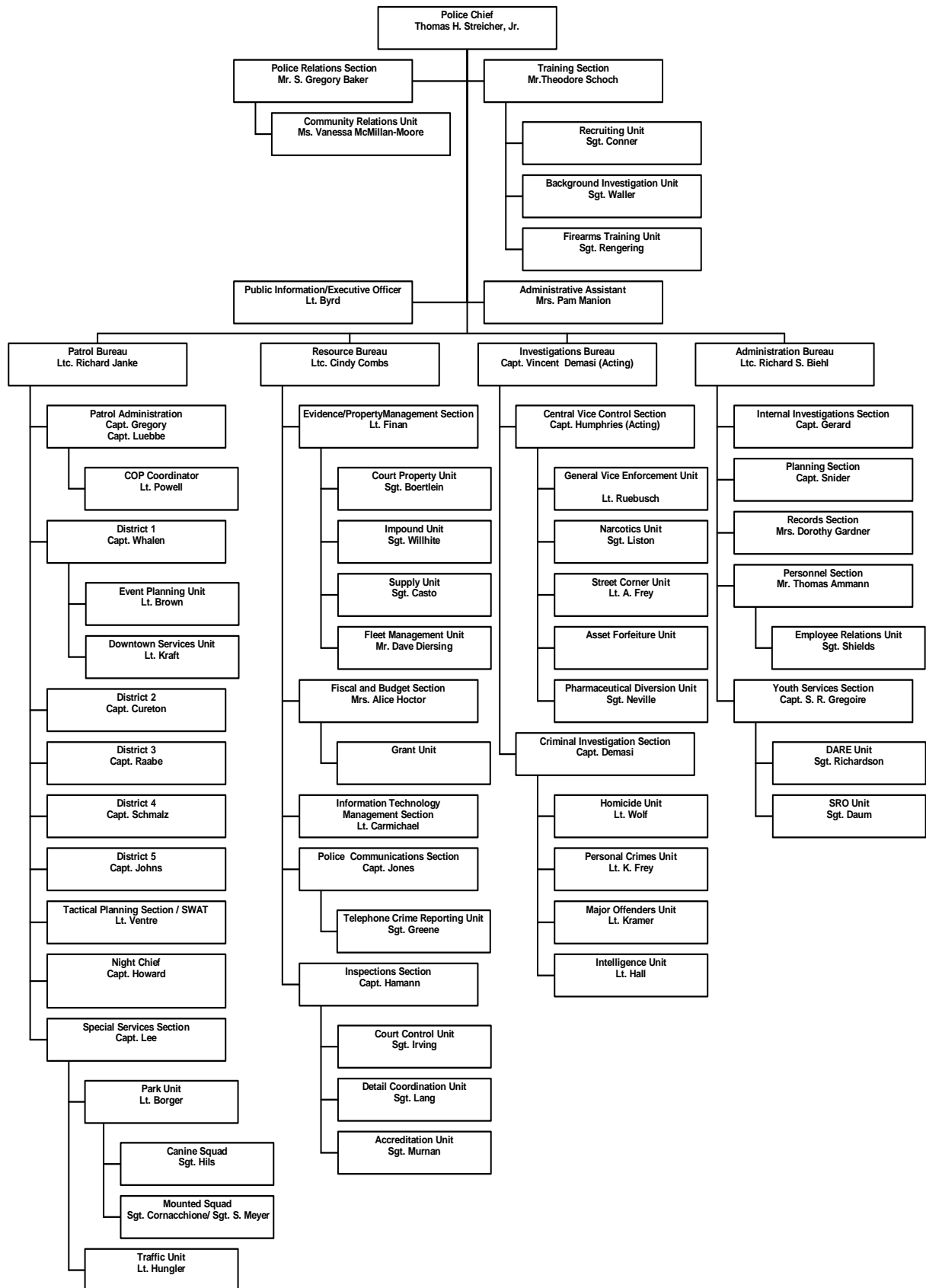


Cincinnati Police Department

March 11, 2003



THE CINCINNATI POLICE DEPARTMENT

ORGANIZATIONAL NARRATIVE

March 11, 2003

The Police Department is the primary law enforcement agency of the City, existing under provisions of Article IV, Section 3, of the Administrative Code of the City of Cincinnati.

The primary responsibilities of the Police Department are:

- Prevention of crime
- Protection of life and property
- Suppression of criminal activity
- Apprehension and prosecution of offenders
- Regulation of non-criminal conduct
- Preservation of public peace

Under the command of the Police Chief, the Police Department's responsibilities are divided among four bureaus: Patrol, Resource, Investigations, and Administration.

MISSION STATEMENT

The mission of the Cincinnati Police Department is to work in partnership with the citizens of the community to provide a safe environment where the quality of life may be improved through the delivery of fair and impartial police services.

VALUES

We value human life and dignity.

We value integrity as the basis for community trust.

We value the fair and impartial enforcement of Federal, State, and Local Laws and the rights of the accused.

We value professional excellence.

We value all members of the Department, both sworn and civilian.

EXECUTIVE OFFICE

The **POLICE CHIEF** is responsible for Police Department operations. The Chief coordinates, organizes, directs, and controls activities. The Chief also implements policy and makes necessary personnel and procedural changes to ensure the effective operation of the Department. Bureau commanders, the Public Information/Executive Officer, the Administrative Assistant, the Police Relations Section Executive Manager and the Training Section Director are directly accountable to the Police Chief.

The **POLICE RELATIONS SECTION**, directed by an Executive Manager, is responsible to the Police Chief for developing policy as it relates to public safety and policing issues. Areas of responsibility and focus include community relations. Also responsible for the City and Department implementation and compliance with the terms and conditions contained within the U.S. Department of Justice Memorandum of Agreement and the Collaborative Agreement. The Executive Manager of Police Relations Section serves as the Cincinnati Police Department Compliance Coordinator for the U.S. Department of Justice Memorandum of Agreement and Departmental liaison to the Independent Monitor.

The **Community Relations Unit** provides assistance to the Executive Manager of Police Relations on activities and projects that facilitate the implementation of the terms and conditions of the U.S. Department of Justice Memorandum of Agreement and Collaborative Agreement. The unit is responsible for

coordinating community involvement in Police Department operations with the goal to reduce crime and improve citizen and police safety.

The **EXECUTIVE OFFICER** is a lieutenant who serves as an aide-de-camp to the Police Chief. He becomes familiar with the daily activities of the command staff, including their decision making process and operating procedures. He attends staff and special meetings, reviews and coordinates written correspondence and performs other duties as directed by the Police Chief. He is also in charge of the Public Information Office.

Public Information Office is the Department's liaison with the media. This office prepares press releases and facilitates general and internal Police Department communications.

The **ADMINISTRATIVE ASSISTANT** coordinates Department affairs affecting the Police Chief's Office. The Assistant is the liaison between the Police Chief, bureau commanders and other City agencies. The Assistant attends staff and special meetings, reviews and coordinates written correspondence, and performs other duties as directed by the Police Chief. The Assistant also serves as the contact person for the various community and business groups. A civilian Administrative Specialist fills this position.

The **TRAINING SECTION**, directed by a civilian Director, develops and conducts training programs for the Police Department. This includes recruit, in-service and firearms training in

both live fire and the firearms simulator (FATS). Training Section conducts training in the areas of supervision, management, physical fitness, self-defense, officer survival, interpersonal skills, legal issues and current topics. The Training Section coordinates numerous outside training requests, FBI training programs and computer training programs. The staff produces training memos and training video programs for Department use at roll calls. Training Section also conducts the Citizen Police Academy, Student Police Academy, and oversees the Police Intern/Cadet program.

Recruiting Unit, supervised by a sergeant, is responsible for the coordination of the police recruit selection process. The Recruiting Unit assists the City Human Resources Department with recruiting and testing of applicants.

Background Investigation Unit, supervised by a sergeant, is responsible for conducting background investigations for the Police Department and some other City departments.

Firearms Training Unit is supervised by a sergeant. The unit is responsible for the Department's live firearms training. The unit conducts annual firearms qualifications for all sworn personnel and firearms instruction for police recruits. It inspects, repairs, and evaluates Department firearms and makes recommendations on appropriate ammunition for Department use.

PATROL BUREAU

The Patrol Bureau is commanded by an assistant chief. This bureau performs all primary police functions. Bureau personnel respond to citizen requests for police assistance, enforce criminal and traffic laws, investigate criminal activity, take offense reports and regulate non-criminal conduct. It consists of the five police districts, a Night Chief, Patrol Administration, Community Oriented Policing, Tactical Planning Section/SWAT and Special Services Section.

DISTRICTS: The City of Cincinnati is divided into five police districts, each commanded by a captain who is responsible for operations and personnel deployment. Police officers assigned to the districts for uniform patrol activity are generally divided into three fixed shifts. Each shift is commanded by a lieutenant. The first shift has starting times of 0600 and 0700 hours. The second shift has starting times of 1300, 1400, or 1500 hours, depending on service demands of that district. The third shift has starting times of 2200 or 2300 hours.

The second shift is supplemented by an early power shift and has a starting time between 1000 and 1300 hours. Third shift is supplemented by a late power shift and has a starting time between 1900 and 2100 hours. This increases field strength during early afternoon and evening hours when the service demand is higher.

The districts provide uniformed patrols in a variety of ways. In addition to marked vehicle and foot patrols, each district contains a Mountain Bike Squad. These officers provide a full range of police services. The district efforts are supplemented by mounted and canine patrols.

Each district has an investigative unit commanded by a lieutenant. This unit investigates crimes occurring within the district. When necessary, the unit coordinates these investigations with the Criminal Investigation Section (CIS) of the Investigations Bureau.

Each district fields a Neighborhood Squad, which is supervised by a sergeant with officers assigned to each individual neighborhood. These officers perform the full range of police duties in addition to serving as a liaison with the community. The neighborhood officer is the linchpin of the Community Oriented Policing effort.

Each district fields a Violent Crimes Squad (VCS) consisting of seven officers and a sergeant. VCS officers concentrate on responding to and investigating reports of violent crimes. They also serve outstanding warrants to arrest and incarcerate the subjects committing these violent crimes.

Each district assigns officers to perform specialized law enforcement tasks that include crime prevention, community relations, vice enforcement activities, traffic control, crime analysis and warrant service.

Event Planning Unit, commanded by a lieutenant, plans for police presence at special events, coordinates the response of all City departments and handles permits. As the vast majority of these major events occur in the downtown and riverfront area, the Event Planning Unit is organizationally placed in District One. Should a major event occur in another district, the Event Planning Unit assists that district's personnel in ensuring a proper police presence is maintained.

Downtown Services Unit is commanded by a lieutenant and staffed with personnel who are responsible for the policing of the Central Business District. Uniformed patrol officers who are assigned to this unit provide a police presence to the Downtown neighborhoods. Through the use of foot, bicycle, and motorcycle patrols, officers will be able to interact with downtown merchants, residents and customers.

PATROL ADMINISTRATION, commanded by two captains, coordinates and reviews reports and other information submitted by the districts and night chief. He serves as the deputy commander of the Patrol Bureau and, for administrative purposes, supervises the COP Coordinator.

Community Oriented Policing (COP) Coordinator is a lieutenant responsible for the progression of the COP philosophy in the Department. The COP Coordinator guides the districts' COP sergeants and neighborhood officers as they work to develop neighborhood based collaboratives with citizens. The COP Coordinator serves as the clearinghouse for information on community policing.

The **NIGHT CHIEF** is responsible for providing a command presence for the Police Department during the evening and overnight hours. This captain position carries Department-wide responsibilities.

TACTICAL PLANNING / SPECIAL WEAPONS AND TACTICS (SWAT)

commanded by a lieutenant, engages in planning and preparation for critical incidents including terrorist threats and civil disorder. Other functions include acting as a liaison with businesses, organizations, and government agencies, training Department and City personnel, and acquiring and deploying new strategies and equipment. All SWAT officers have full time responsibilities in the various districts, sections and units. SWAT trains as a unit on a regular basis and responds to hostage, barricaded person and other high-risk situations as needed. SWAT is composed of two elements - Tactical and Negotiations. These units compliment each other and both report to the SWAT Commander.

SPECIAL SERVICES SECTION, commanded by a captain, is responsible for the Park and Traffic Units.

Park Unit, commanded by a lieutenant, is responsible for patrol of the City's 141 park areas, which encompass 4,765 acres of land. This unit is committed to providing a more visible police presence and improving safety in City parks. Other responsibilities include response to citizen requests for assistance,

enforcement of criminal and traffic laws, regulation of non-criminal conduct, reporting incidents and offenses, investigation of criminal activity and enforcement of park rules. The Park Unit is responsible for the planning and coordination of events in the parks. The Park Unit Commander is also responsible for the supervision of the Canine and Mounted Squads.

Canine Squad, supervised by a sergeant, is responsible for assisting district officers in high-risk search situations. On a cooperative basis, in conjunction with the mutual aid agreements, the canine teams can be used by other police agencies within Hamilton County, with approval of a command officer.

Mounted Squad, supervised by two sergeants, directs all equestrian activities including scheduling, training, stable management, veterinary and farrier services. The Mounted Unit provides an added dimension to policing: visibility, mobility and travel into areas not accessible by any other vehicles. Mounted Unit officers patrol all areas of the City, including the downtown business district, with emphasis on Fountain Square and the Central Riverfront. The unit is also available to provide special services to the districts upon request.

Traffic Unit, commanded by a lieutenant, is responsible for coordinating the Department's traffic efforts. It has staff supervision over the Department's

selective enforcement program and other specialized traffic related programs. The responsibilities of this unit include radar and intoxilyzer training and certification, fatal accident investigation, assisting the Federal Aviation Administration (FAA) and the Ohio State Patrol (OSP) in aircraft crash investigations and assisting the Ohio Department of Natural Resources (ODNR), Division of Watercraft, in boat crashes. The unit also acts as a liaison and an implementation site for state programs such as the seat belt and holiday drunk driving programs. The unit supervises and coordinates private police officers, school crossing guards and the Public Vehicles/Private Police Squad.

RESOURCE BUREAU

This bureau, commanded by an assistant chief, performs a variety of functions that support the operation of the Department. It oversees the operation of the Evidence/Property Management Section, Fiscal and Budget Section, Information Technology Management Section, Police Communications Section, and Inspections Section. It is responsible for maintaining auxiliary services, which include answering citizens' calls for police, fire and emergency medical services, budgeting, upgrading/maintenance of computer systems and World Wide Web page construction and management.

EVIDENCE/PROPERTY MANAGEMENT SECTION, commanded by a lieutenant, is responsible for any property held by the Department for the courts or other purposes.

Court Property Unit, supervised by a sergeant, tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. It is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

Impound Unit, supervised by a sergeant, receives, secures, and disposes of impounded and seized vehicles. These originate from DUI and suspension arrests as well as law violations. It auctions unclaimed and forfeited vehicles, and

exercises supervision of private towing companies on the police rotation towing list.

Supply Unit is supervised by a sergeant. This unit orders, receives, stores and distributes items needed by the Department to maintain normal operations. This responsibility includes paper forms, firearms and related equipment as well as uniform orders and maintenance. This unit receives supply requisitions from the other Department units and directs an annual inspection of uniform parts and other Department issued equipment.

Fleet Management Unit is managed by an Automotive Equipment Supervisor who ensures the vehicular needs of the Department are met. The unit plans for future vehicular needs, maintains a liaison with the Division of Fleet Services and monitors vehicle usage by Department personnel. This is accomplished by maintaining records of mileage, service, accidents and damage involving Department vehicles, as well as from periodic and special reports.

FISCAL AND BUDGET SECTION is directed by a civilian Supervising Accountant.

The primary functions are the preparation and administration of assigned program budgets and the effective control and audit of the Department's expenditures. Other functions of this section include administration and maintenance of all the Department's payroll records, review, analysis and approval of all financial documents, and coordinating the Department's capital improvements. It controls financial statements and

reports for the Department's general operating and restricted purpose funds and enforcement of the City's false alarm and direct alarm system ordinances. The alarm enforcement responsibilities include issuing warning letters and penalty notices, recommending charges be initiated against individuals and businesses that have excessive false hold up and burglar alarms, collecting fines and responding to penalty appeals from subscribers.

The **Grant Unit** is commanded by a lieutenant. It is responsible for reviewing current publications for available funding, preparing and submitting grant applications and administering the grant programs. They also monitor and audit all of the grant projects.

INFORMATION TECHNOLOGY MANAGEMENT SECTION, commanded by a lieutenant, assists and supports all levels of the Department in planning, installation and utilization of information technology. It is responsible for fulfilling the computer/technology needs of the Police Department, including business computers, networking, application services, etc. This unit also coordinates and serves as a focal point for the communications between the Internet worldwide community and the Police Department. The section commander represents the Department at information technology related meetings.

COMMUNICATIONS SECTION, commanded by a captain, operates a combined police, fire and EMS radio communications system. The section receives all citizen

requests for police, fire and emergency medical service. All police operations are dispatched from this section. Reports of stolen and recovered vehicles and license plates are processed by this section. Dispatchers use computer aided dispatching (CAD) and an enhanced 911-phone system. The unit also coordinates the use of Department telephones (including cellular), pagers and MDTs. The section maintains computer interface with the National Crime Information Center (NCIC), Ohio Law Enforcement Automated Data Systems (LEADS) and the Regional Crime Information Center (RCIC). The section maintains a teletype service to all local news media. Police Communications Section provides intra-Department mail service.

Telephone Crime Reporting Unit (TCRU), supervised by a sergeant, receives and processes minor complaints and offense reports by telephone.

INSPECTIONS SECTION, commanded by a captain, monitors the activity of the Department through staff inspections and unannounced inspections conducted on a random basis. The Inspections Section also coordinates the Department's random drug-testing program. At the annual uniform inspection, this section monitors the condition of issued equipment and ensures compliance with Department dress and grooming standards. Inspections Section also conducts critical reviews of all use of force incidents and serves as the Department's central record repository for all use of force incidents. This section is also responsible for ensuring the Department meets CALEA standards.

Court Control Unit, supervised by a sergeant, maintains a liaison with the local judiciary and manages police officer attendance in court by monitoring officers' court appearances. This unit verifies attendance, time spent in court by officers, as well as ensuring the Police Department dress and grooming standards are met. The Court Control supervisor randomly visits courtrooms to monitor officers' testimony and case preparation.

Detail Coordination Unit, supervised by a sergeant, coordinates all outside employment extension of police service details. This unit also maintains the Police Department's outside employment activity records for all officers. These records are reviewed monthly to ensure compliance with Department policy. The Detail Coordination Unit supervisor also conducts audits and random inspections of outside employment details.

Accreditation Unit, supervised by a sergeant, is responsible for the daily activities required to maintain the Department's accredited status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The unit develops and maintains the required proofs of compliance, functions as a liaison with the other Department components regarding accreditation matters, and is the liaison between the Department and CALEA.

INVESTIGATIONS BUREAU

This bureau is commanded by an assistant chief. It consists of the Central Vice Control Section and the Criminal Investigation Section. This bureau handles investigations and gathers intelligence involving vice activity, homicides, sex crimes, crimes against children and property crimes.

CENTRAL VICE CONTROL SECTION, commanded by a captain, is responsible for the operation of the General Vice Enforcement Unit, Narcotics Unit, Street Corner Unit, Asset Forfeiture Unit, and Pharmaceutical Diversion Unit.

General Vice Enforcement Unit, commanded by a lieutenant, enforces laws related to liquor, prostitution, gambling, drugs, obscenity, pornography and regulatory violations. It coordinates Department enforcement activity in these areas and provides a central repository for related records and vice intelligence information.

Narcotics Unit personnel are assigned to the Regional Narcotics Unit (RENU), a multi-agency organization investigating primary sources for the suppliers of illicit drugs into Greater Cincinnati.

Street Corner Unit, commanded by a lieutenant, is responsible for undercover personnel working specifically on street drug sales.

Asset Forfeiture Unit, supervised by a sergeant, is responsible for assuring all seized and/or forfeited assets are appropriately processed through the federal and local court systems.

Pharmaceutical Diversion Unit, supervised by a sergeant, is responsible for the investigation of illegal diversion of pharmaceutical drugs and health care fraud. These investigations focus on health care professionals who are diverting drugs.

CRIMINAL INVESTIGATION SECTION (CIS), commanded by a captain, is comprised of the Homicide Unit, Personal Crimes Unit, Major Offenders Unit and Intelligence Unit.

Homicide Unit, commanded by a lieutenant, investigates homicides, all violent or suspicious deaths, fire deaths, police shootings, police use of force resulting in hospitalization, prisoner's death while in custody, potentially fatal assaults, felony patient abuse and neglect cases, kidnapping and abduction. The Homicide Unit maintains a central file of confiscated weapons. The unit administers the Department's Robbery Apprehension Program (RAP). The unit is the Department's liaison with the Hamilton County Coroner's Office. The Homicide Unit is also responsible for the direct supervision of the Criminalistics Squad.

Personal Crimes Unit, commanded by a lieutenant, is responsible for investigating rapes and other sexual assault offenses, missing persons, child stealing and certain other crimes against children. It acts as a liaison with the Hamilton County Juvenile Court and other social support organizations. The unit also coordinates and schedules all polygraph and computer voice stress analyzer examinations.

Major Offenders Unit is commanded by a lieutenant. It coordinates citywide investigative efforts for burglary, auto theft, fencing of stolen property and organized criminal activity. The unit is responsible for the operation of the Financial Crimes Squad which conducts investigations of financial institution robberies, fraud, forgery, credit card fraud, check embezzlement, extortion, coercion and bribery offenses. The unit administers the Crimestoppers and Rapid Indictment programs.

Intelligence Unit, commanded by a lieutenant, gathers, analyzes, stores and disseminates information concerning organized crime, terrorist activity and criminally violent groups. The unit monitors threats against public safety, threats against public officials and threats against police officers. It maintains a network of communication with regional and national intelligence organizations.

ADMINISTRATION BUREAU

This bureau is commanded by an assistant chief who coordinates and performs inter-bureau planning tasks and conducts special research evaluation studies. This bureau consists of the Internal Investigations Section, Planning Section, Records Section, Personnel Section, Youth Services Section and Special Projects. It is responsible for the DARE Program and School Resource Officer Program.

INTERNAL INVESTIGATIONS SECTION, commanded by a captain, is responsible for investigating citizen complaints of a serious nature, complaints of alleged police misconduct, and use of force incidents that result in serious injury or death. This section coordinates pre-disciplinary hearings in conjunction with the Department hearing officer(s) and coordinates investigation of complaints referred by the Office of Municipal Investigation.

PLANNING SECTION, commanded by a captain, is responsible for planning, research, and the development of programs that maximize the effective use of Department personnel and resources. Planning Section is also responsible for developing forms and procedures, conducting legal research, long-range planning, crime analysis and mapping.

RECORDS SECTION, directed by a civilian Director, receives, reviews and files most criminal offense reports, auto accident reports and related records. This includes reports

of offenses committed, criminal and traffic arrests, missing persons, homicides and gun registrations. It is responsible for maintaining the Department's computerized criminal and traffic arrest/conviction histories, entering data to generate criminal and traffic court dockets, court information sheets and statistical reports. This section processes traffic violation citations, Ohio Crash Reports and applications for firearm transfers and registration.

PERSONNEL SECTION, directed by a civilian Director, maintains employee personnel records, monitors performance ratings and maintains a liaison between Police Department employees, the Employee Health Service and the Police psychologist. It monitors injured with pay (IWP) and sick with pay (SWP) time usage, maintains records concerning the Police Department's Affirmative Action Plan, prepares the Police Department's response to Equal Employment Opportunity complaints and coordinates personnel assignments.

Employee Relations Unit is responsible for employment contract administration.

The unit sergeant is also responsible for acting as a liaison with bargaining units representing Department employees, personnel relations, police retirements and the preparation of documents or special personnel studies required by the Police Department.

YOUTH SERVICES SECTION, commanded by a captain, is responsible for the administration and services related to juveniles. Youth Services Section includes the Drug Abuse Resistance Education (DARE) Unit and School Resource Officer (SRO) Unit. This section is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency components and personnel.

DARE Unit, supervised by a sergeant, is responsible for implementing and coordinating the DARE program. Kindergarten through eighth grade classes are instructed by police officers in all Cincinnati Public schools and selected private schools. Fundamental courses are given to kindergarten through fourth grade students. The core of the program is taught to fifth grade students and upon successful completion they graduate from the DARE course. Reinforcement classes are then given to students in grades six through eight.

School Resource Officer (SRO) Unit, supervised by a sergeant, consists of uniformed personnel working in the schools providing community police services to the school population.